



Deaf Community Resource Center, Inc

732 S. Ludlow Street · Dayton, OH 45402

JOB POSTING

Employment Skills Specialist/ Job Developer

Effective Immediately
Full-time or Part-time

Duties:

- Assist deaf and hard of hearing consumers in obtaining full or part-time employment.
- Provide direct support, training, and extended services to secure, maintain, and enhance employment in the community, including resume writing, on-site training, coaching, and job interview skills. May be provided in a group or one-on-one.
- Assist individuals served in job exploration and development.
- Advocate and promote economic independence for individuals served.
- Build and maintain positive working relationship with local businesses including developing an awareness of peoples' abilities and providing on-site support too managers, and co-workers.
- Work with individuals to develop a plan specific to their needs and skills.
- Keeps supervisor informed of issues and opportunities. Independently manages own schedule to include meetings and job-site visits, which could include weekends and/or evenings.
- Participate in professional growth experiences/trainings.
- Complete paperwork necessary to meet billing requirements and to document the individual's strengths, progress, and needs.
- Serve as a member of the individuals planning team. Attend meetings, assist with and coordinate meetings with employers, Vocational Rehabilitation Counselor, and others as needed.
- Work with individuals with a wide range of abilities.
- Market the skills and employability of Deaf and Hard of Hearing workers
- Other duties as needed and assigned related or unrelated to employment skills services but for the improvement of DCRC services.

Requirements:

- **Proficient in American Sign Language**
- AA Degree, BA or above preferred but not required
- Experience working with special populations
- Fluent English communication and writing skills
- Must have or willing to obtain First Aid/CPR Certification
- Must have clear criminal background check (BCI)
- Must possess and maintain a valid Ohio driver's license, auto insurance, and dependable transportation.
- Good people skills.

It is the policy of Deaf Community Resource Center (DCRC) to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all federal regulations and guidelines. Deaf Community Resource Center firmly believes that all persons are entitled to equal employment opportunities. Accordingly, DCRC does not discriminate against its staff or applicants because of race, creed, color, national origin, sex, religion, age, sexual orientation, physical or mental disability, or military/veteran status.

EMAIL RESUME TO: info@dcrcohio.org or
MAIL to: DCRC, 732 S. Ludlow Street, Dayton OH 45402.
Qualified Deaf Strongly Encouraged to Apply